

Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting

Date: 7.00 p.m. on Tuesday 18 July 2023

Venue: The School Hall, St Georges C of E Primary School, London Road, St Georges, Telford TF2 9LJ

Chairman: Cllr Richard Overton

Clerk and Responsible Finance Officer: Vicky Brain

Deputy Clerk: Beverley Partridge (taking minutes)

Present:

Councillors:	R Overton (Chairman)	R Cadman	E Dabbs
	S Handley	A Harrison	S Harrison
	J. Little	G. Singh	P Thomas
	R Tyrrell		
In attendance:	J Ellis	C Lane	

40/24	Public Question Time	
	<p>There were four members of the public present. The following matters were raised and will be passed on to the appropriate Telford & Wrekin Council officers:</p> <ul style="list-style-type: none">• Concern was raised about crime in the Parish and the visibility of the Police and particularly concern was raised about the non-attendance by West Mercia Police following a police incident. The Clerk offered to discuss this with the Police Safer Neighbourhood Team.• An update was requested regarding the installation of some dropped kerbs in Priorslee Road, Snedshill Way and the surrounding areas of Snedshill. This was mentioned at the last meeting as people were finding it difficult to get on and off the pavement safely and that this was a particular issue for disabled residents and for those using mobility scooters. This has been raised with Highways by the Chair and by the Parish Support Officer and it will be assessed.• A request for help by the Parish Council to seek a temporary location for football for children in the Parish involved in the junior football club which would only be needed until the end of the year. Cllr. S Harrison as Community & Voluntary Sector Champion for the Council offered to assist in this matter.	

	<ul style="list-style-type: none"> Concern was expressed again about the loss of the Limekiln Bank Community Bus. This will be followed by the Chair. 	
41/24	Apologies	
	There were no apologies.	
42/24	Declarations of interest	
	<p>Cllr R Overton declared a non-pecuniary interest as Telford & Wrekin Cabinet Member with responsibility for strategic planning and said that he would not take part in any discussions about strategic planning matters.</p> <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
43/24	Minutes of previous meeting	
	Resolved: that the minutes of the Parish Council Meeting held on 20 June 2023, having been circulated, be agreed	
44/24	Casual Vacancy for the St Georges West Ward	
	It was noted that the Borough Elections Team Leader has notified the Parish Council that an election has been requested. The Parish Centre has been provisionally booked to be a Polling Station on Thursday 7 September if the election is contested.	
45/24	Appointment of Councillor Domestic Abuse Champion	
	Resolved: to appoint Cllr R Tyrrell to be the Domestic Abuse Champion	
46/24	Clerk's Update	
	<p>The Clerk's update was received and noted.</p> <p>The Clerk reported that the work on the St Georges Community beds was due to start on 20 July.</p>	
47/24	Planning	
a).	<p>Planning applications to consider:</p> <p>TWC/2023/0473 Site address: 12 Swallowfield Close, Priorslee, Telford, Shropshire, TF2 9TG Description of proposal: Erection of a rear dormer loft conversion Resolved: No Objection</p> <p>TWC/2023/0474 Site address: 17 Hereford Drive, Priorslee, Telford, Shropshire, TF2 9US Description of proposal: Change of use from private open space to private garden land and erection of a boundary fence Resolved: No Objection</p> <p>Tree Preservation Orders</p> <p>TWC/2023/0441 Site address: Lindisfarne, Church Street, St Georges, Telford, Shropshire, TF2 9NA Description of proposal: Crown thinning by up to 25% to 1no. Apple tree Resolved: No Objection</p>	

b).	<p>TWC/2023/0497 Site address: 33 Bullrush Glade, St Georges, Telford, Shropshire, TF2 9TR Description of proposal: Felling of 1no. Turkey Oak tree (T1) Resolved: No Objection</p> <p>Results of Planning Applications notified by Telford & Wrekin Council</p> <p>TWC/2023/0384 Site address: 3 Thirlmere Grove, Priorslee, Telford, Shropshire, TF2 9RF Description of proposal: Installation of an access ramp to the front elevation Full granted</p> <p>TWC/2023/0298 Site address: 4 Crest Road, St Georges, Telford, Shropshire, TF2 9NG Description of proposal: Erection of a single storey rear extension, first floor side extension and porch Full granted</p> <p>TWC/2023/0366 Site address: Grass verge opposite access to University of Wolverhampton, Shifnal Road, Priorslee, Telford, Shropshire Description of proposal: Prior approval application for the installation of 15m high slim-line monopole, supporting 6 no. antennas, 3 no. equipment cabinets and ancillary development thereto including 1 no. GPS module Prior approval granted</p>																	
48/24	Delegated Authority during Recess																	
	<p>Resolved: that during Recess the Chair and the Clerk together would have delegated authority to make financial and other decisions that cannot wait until the September Parish Council meeting.</p> <p>Resolved: that during Recess Cllr A Harrison and the Clerk together would have delegated authority to respond to Planning applications for which the deadline for comments is before the September Parish Council meeting (with the involvement of Cllr P Thomas for Tree Preservation Order applications).</p>																	
49/24	Finance																	
a).	<p>Updated Expenditure Approvals List for Parish Council meeting on 18th July 2023 Note: all of these amounts include VAT where applicable but this can be reclaimed</p> <table border="1" data-bbox="279 1691 1364 2020"> <thead> <tr> <th data-bbox="279 1724 614 1758">Name</th> <th data-bbox="614 1724 1045 1758">Particulars</th> <th data-bbox="1045 1691 1189 1758">Amount (£)</th> <th data-bbox="1189 1724 1364 1758">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1825 614 1859">Staff salaries</td> <td data-bbox="614 1825 1045 1859">Salaries and wages in July</td> <td data-bbox="1045 1825 1189 1859">3,513.98</td> <td data-bbox="1189 1792 1364 1892">Standing order Bank</td> </tr> <tr> <td data-bbox="279 1892 614 1926">HMRC</td> <td data-bbox="614 1892 1045 1926">Tax and NI in July</td> <td data-bbox="1045 1892 1189 1926">440.20</td> <td data-bbox="1189 1892 1364 1926">Transfer</td> </tr> <tr> <td data-bbox="279 1960 614 1993">Pension Fund</td> <td data-bbox="614 1926 1045 1993">Pension contributions in July</td> <td data-bbox="1045 1960 1189 1993">914.73</td> <td data-bbox="1189 1926 1364 1993">Bank Transfer</td> </tr> </tbody> </table>	Name	Particulars	Amount (£)	Detail	Staff salaries	Salaries and wages in July	3,513.98	Standing order Bank	HMRC	Tax and NI in July	440.20	Transfer	Pension Fund	Pension contributions in July	914.73	Bank Transfer	
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	Amazon	Office Supplies	35.54	Debit Card
	Friends of St Georges School	Parish grant	500.00	Bank Transfer
	C Lane	Reimbursement re Mad Hatters tea party food and prizes	72.44	Bank Transfer
	Cartridge People	Printer toner	129.42	Debit Card
	Midcounties Co-op	Refreshments for coffee morning	13.45	Debit Card
	J Ellis	Reimbursement re cleaning materials	14.44	Bank Transfer
	BT	Quarterly phone bill	139.61	Bank Transfer
	Aldi	Refreshments for coffee morning	8.28	Debit Card
	Technical Services Shropshire	New CCTV monitor	345.84	Bank Transfer
	Limetree Landscape Services	24 Hanging baskets in Priorslee	3,168.00	Bank Transfer
	Limetree Landscape Services	19 Hanging baskets in St Georges	2,508.00	Bank Transfer
	idverde	Play area inspections in June 2023	156.00	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1068	191.40	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1069	254.00	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1075	179.40	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1081	252.00	Bank Transfer
	SALC	Councillor training	20.00	Bank Transfer
	Total		12,856.73	
b).	Budget Comparison Report for the three months ended 30 June 2023 Noted			

c).	Finance check for Q4 for 2022/23 The report by Cllr R Cadman was received and Noted . Thanks were expressed to the Parish Clerk for keeping the Parish accounts in such good order.
d).	Finance check for Q1 for 2023/24 The report by Cllr R Cadman was received and Noted . The report suggested that it would be a good idea to nominate a third councillor to sign invoices in case one of the existing two signatories was unavailable. It was therefore Resolved: that Cllr S Handley be appointed as the third (reserve) councillor for signing the monthly invoices. Thanks were expressed to Cllr R Cadman for the work he is doing to check the financial records quarterly.
e).	Review of Financial Risk Assessment Approved: the review of the risk assessment.
f).	Action Plan for Internal Auditor's recommendations Noted
g).	Approval for expenditure for the Llandudno Coach Trip Resolved: i. that an additional fifth coach be booked at a cost of £700 in order to meet the demand of parishioners on a waiting list. ii. that additional lunch money is provided at £7 multiplied by the number of additional people accommodated on the extra coach. iii. That the Clerk and Deputy Clerk be authorised to obtain the lunch money, with the exact amount to be reported on the Expenditure Approvals list for the September Parish Council meeting.
h).	Purchase of a second strimmer for the CAT team Resolved to approve that an additional strimmer be purchased for the Idverde operatives at a cost of £346
50/24	Grant Applications
	a). St Georges Parochial Church Council Resolved: to award a grant of £500 towards the cost of repairing the church clock. b). Little Dragons Child Care Centre Resolved: to award a grant of £500 for outdoor and emotional development toys c). Telford and Wrekin Council – a contribution towards Crucial Crew Resolved: to request further information in regard to the number of children from the Parish attending together with the cost of the event and/ or budget
51/24	Staffing Committee Minutes
	Resolved to approve the following: i. the appointment, recommended by the Staffing Committee, of Catherine Southgate to be the new Parish Clerk to commence on 7 August. This will allow for a period of work shadowing to assist with her induction before the current Clerk retires on 31 August. ii. that the Parish Council will provide funding for the new Clerk to complete the CILCA qualification, 50% of her time to undertake the qualification to be

	completed in work hours and 50% in her own time.	
52/24	Environment/Public Realm	
a)	Community Action Team (Enforcement) Update A report on activities in June 2023 was received and noted.	
b).	Community Action Team (Public Realm) Update Noted	
53/24	Christmas Lights	
	<p>Resolved: that the Christmas Lights contract is awarded to Lightwire Electrical Ltd for the following reasons:</p> <ul style="list-style-type: none"> i. The contractor quotes the lowest cost for the installation, switch on and storage of the lights (there will be additional costs for infrastructure improvements). ii. The contractor is local (based in the Bridgnorth area). iii. Bridgnorth Town Council has used this contractor for both Christmas Lights installation and general electrical work for some years and is satisfied with the service that has been provided. <p>Thanks were expressed to the Christmas Lights working group for their work on the project.</p> <p>It was noted that there was nowhere to affix catenary wires for festoon lighting on the corner of Gower Street and West Street and the Clerk was asked to look at the logistics of installing a post to support the catenary wires.</p>	
54/24	Gower Project Update	
	Noted that a site visit to the Gower for the Gower Group Working Group was scheduled for Thursday 20 th July and that monthly progress meetings/site visits were scheduled from now on.	
55/24	Health & Safety	
	Approved: the review of the General Risk Assessment	
56/24	Community Projects and Events	
a)	Noted: A Report from the Community Projects & Events Officer detailing future events from the diary.	
b).	Noted: Meet your parish Councillor event; date for the diary – 1 August 2023	
c).	Noted: a report from the Priorslee Residents Association about their Summer Fair.	
57/24	Correspondence	
	There was none.	
58/24	Next Meeting	
	The next meeting will be the Parish Council Meeting held at 7.00 p.m. on Tuesday 19 September 2023 The meeting closed at 8.15 pm.	

Signed by Chairman..... Date.....